

**C.P. LAKES ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
November 11, 2020**

BOARD MEMBERS

Terrie Rayl	President
Eduardo Chavez	Vice President / Secretary
Wendy Wyss	Treasurer
Paul Marks	Director
Barbara Boyington	Director
Katerina Blazek	Director

OTHERS PRESENT

3 Homeowner(s)	CP Lakes Association Homeowners
Mike Brasil	Community Management Services, Inc. (CMS)

Article I. Call to Order

- (a) Association President Terrie Rayl called the meeting to order at 7:03 pm via Phone/Video Conference: <https://us02web.zoom.us/j/85113634884> Meeting ID: 851 1363 4884 or Dial 1-669-900-9128 Meeting ID:85113634884#.

Article II. Open Forum

- (a) A homeowner noted they passed on name of the property management company of a neighboring property within unit laundry conversion.
- (b) A homeowner inquired about having their balcony replaced because of the picket spacing.
- (c) A homeowner reported the laundry machine coin option was on an 8-minute cycle vs a 10-minute cycle on the electronic payment option, in laundry room 1 & 2.

Article III. Approval of Minutes

- (a) The Board of Directors reviewed the October 14, 2020 annual meeting minutes. It was noted that Katerina Blazek called the meeting to order.
- (b) The Board of Directors reviewed the October 14, 2020 regular board meeting minutes. The Board noted the following changes: Label Eduardo Chavez as the vice president and secretary in the same line item, note Terrie Rayl who called the regular meeting to order, note Denley Rafferty was appointed to chair the parking committee, note the balcony rebuild at 252 was approved and a proposal for 244 was requested, and correct Eduardo Chavez's last name under New Business.
- (c) The Board of Directors reviewed the October 14, 2020 executive board meeting minutes. It was noted to label Eduardo Chavez as the vice president and secretary in the same line item under Board of Directors.

Article IV. Reports

Section 4.01 Treasurer

- (i) The Board review the unaudited financials dated October 31, 2020. Wendy Wyss reported on the financials. The Board declared every individual member of the

Board as reviewed all nine of the documents in accordance with California Civil Code 5500 for the month ending October 31, 2020.

- (ii) The Board revised and discussed upcoming CD renewals. Wendy Wyss made a motion to approve the renewal of Bank of America CD for 100k, Bank of America CD for 146k, and the Eagle Bank CD for 54k to renew into three 100k CDs for a 6 MO term with the highest yielding within the FDIC insured limits. Katerina Blazek seconded the motion and it passed unanimously.

Section 4.02 Committees

(a) Landscape

- (i) The Landscape Committee chair, Terrie Rayl reported on the monthly walkthrough.

(b) Large Trees

- (i) The Landscape Committee chair, Terrie Rayl, reported on the large tree work. Terrie Rayl noted the large tree work was scheduled for December 14th through December 18th.

(c) Architectural

- (i) The Board acknowledged the Architectural Committee reviewed and approved an architectural request from unit 43 to install a ring doorbell.

(d) Parking

- (i) The Board discussed parking compliance.

(e) Pool & Spa

- (i) It was noted the pool/spa are closed for the season.

Section 4.03 Manager

- (a) The Board reviewed the work orders received over the last 30 days. The Board discussed and reviewed the proposal from PlumbTech to make sewer line repairs near unit 54/57. Wendy made a motion to approve the PlumbTech proposal #991147 totaling \$5,200. Katerina Blazek seconded the motion and it passed unanimously.
- (b) The Board reviewed the annual working calendar. It was noted to add the December meeting date and show the walkway trip hazards had already been performed.
- (c) The Board reviewed the last week's patrol reports in the board packet. It was noted the patrol reports were going to a general email which disperses to all board members.
- (d) The Board reviewed incoming and outgoing correspondence.

Article V. Unfinished Business

- (a) It was noted the re-pipe plumbing project was on hold due to the shelter in place restrictions.
- (b) The Board discussed and considered another bike rack system for the bike cages. The Board agreed to add additional wrought iron to the top of the bike enclosure near the tennis court.
- (c) The Board noted they approved the balcony rebuild proposal for unit 252 and want another proposal for the board repairs at unit 244.
- (d) The Board reviewed a proposal from GB Group for the phase 4 deck rebuild project. The Board asked for the contractor's assessment on whether the work could wait another year or two or needed immediate attention.
- (e) The Board discussed and reviewed the proposal from Lund Pearson McLaughlin to repair the water source for the sprinklers at enclosure #2,7,11 under quote #39668 totaling \$688.72. Katerina Blazek made a motion to approve the proposal from Lund Pearson

McLaughlin totaling \$688.72. Eduardo Chavez seconded the motion and it passed unanimously.


Article VI. New Business

- (a) The Board discussed adding a fan to the laundry rooms. The Board asked for a proposal from The Repair People to add a fan to the laundry room, as discussed.
- (b) The Board discussed and agreed to enhance the dumpster enclosure signs to help better identify the bins.
- (c) The Board reviewed the proposal from Cintas to inspect, test, and tag the fire extinguishers in the community, totaling \$4,723.42. Terrie Rayl made a motion to approve the proposal from Cintas totaling \$4,723.42. Eduardo Chavez seconded the motion and it passed unanimously.
- (d) The Board asked for these newsletter reminders: offer e-statements option, holiday lights reminder, update contact information, trash/compost disposal reminder, and monthly dues change notice.

Article VII. Adjournment

- (a) There was no further business before the Board and the meeting was unanimously adjourned at 8:56 pm.

C. P. Lakes Association, Board of Directors



Signature

12/30/2020

Date